

## **CHIEF ENGINEERING INSPECTOR**

### *Class Definition*

Under direction, plans, coordinates, supervises and evaluates the operation of the Inspection Section which is involved in enforcing pertinent regulations concerning Public Works engineering and construction projects.

### *Distinguishing Characteristics*

Chief Engineering Inspector is a single position class and is the highest level in the Engineering Inspector series. The incumbent plans, coordinates, supervises and evaluates the activities of personnel involved in performing the inspections required during the construction of municipal facilities. This class is distinguished from the next lower class, Senior Engineering Inspector, in that the latter trains and provides lead direction to subordinate inspectors or works independently on the more complex projects.

### *Typical Tasks*

Supervises and coordinates work of inspection personnel within the Construction Management Division of the Public Works Department.

Reviews and checks accuracy of monthly progress payments to contractors, as-built drawings, and required reports submitted by contractors.

Prepares contract change orders and contractors notice to proceed for approval by higher authority.

Prepares and controls the annual budget for the Inspection Section.

Reviews and recommends changes to standard specifications and plans for private development.

Provides consulting and inspection services for contractors, engineers, property owners, and other city departments related to methods for complying with required construction standards.

Develops and administers programs for safety and training of subordinate personnel.

Performs contract administration of Public Works engineering and construction projects.

Performs related work as required.

### *Knowledge, Abilities and Skills*

Knowledge of City Public Works Standard Specifications, State Standard Specifications, pertinent state and local laws.

Knowledge of construction materials and material testing in the field and laboratory.

Knowledge of methods and practices involved in engineering and building construction.

Knowledge of construction plans and specifications.

Knowledge of modern principles and practices of supervision and administration.

Ability to enforce the provisions of specification with firmness and impartially.

Ability to perform difficult technical computations and make estimates of materials and cost.

Ability to detect substandard design, materials and workmanship in construction projects.

Ability to prepare comprehensive technical reports.

Ability to determine adherence to engineering specifications and plans on complex construction projects.

Ability to establish and maintain an effective working relationship with co-workers, contractors and the general public.

### Training and Experience

Education and experience equivalent to graduation from high school with thorough experience in supervising engineering construction of commercial buildings and municipal facilities; OR considerable supervisory experience in contract administration and inspection of construction projects.

### Necessary Special Requirements

Valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_

Director of Personnel

DATE: \_\_\_\_\_

MR/BB/sdp/11/20/80